



## City of Seattle 2004 Families & Education Levy Operating Principles



City of Seattle

- A. Committee meetings will **start and end on time.**
  - Please turn off all cell phones and other devices at the start of the meeting.
- B. **Attendance:**
  - Committee members should attend the bimonthly meetings planned throughout 2003. Please communicate planned absences at least one day in advance to Sue Rust, Seattle Office of Education ([Sue.Rust@Seattle.gov](mailto:Sue.Rust@Seattle.gov), 206-615-0465)
  - The Committee will be "principals only" – no alternates, please.
- C. **Meeting materials:**
  - Meeting materials and draft agendas will be mailed in advance of Committee meetings, to the extent possible.
  - Meeting summaries will be prepared following each meeting, summarizing the issues discussed and decisions reached. A list of Committee members present will be included in the meeting summary.
- D. **Operating by consensus:**
  - The Committee will operate by consensus, which is defined as a collective opinion reached by a group of people which resolves or advances issues at hand.
  - All members' positions will be respected and considered, and wherever possible the group will work collaboratively to reach consensus on recommendations.
  - In the event that consensus cannot be reached, the Committee may vote, using Roberts Rules of Order.
- E. **Communications:**
  - Committee members should communicate questions, issues and suggestions to the project manager, Sid Sidorowicz, and/or Bonnie Berk, the consultant project manager, who will coordinate actions and responses. Likewise, any supplemental materials a Committee member or third party group may want to provide to other members should also be coordinated through the project management team.
  - Email to Committee members by individual Commission members will preferably be copied to Sid Sidorowicz and Bonnie Berk, in order to coordinate information sharing and responses among Committee members.
- F. **Participation in Outreach Efforts:**
  - Committee members should actively participate in the project's community outreach efforts, including assisting in identifying target audiences and helping to facilitate dialogue with community members.
  - Committee members are the "eyes and ears" for their constituent groups, and as such, should represent the group's perspective on key issues.